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GOVERNOR

State of Louisiana
Office of State Fire Marshal
M E M O R A N D U M



PAUL E. SMITH
STATE FIRE MARSHAL

December 4, 2007

To: All Life Safety and Property Protection Contractors

From: Boyd Petty, DSFM Manager
Licensing Section

Re: Renewal of licenses
Licensing Memo 5-2007

This memo is to inform you that the Licensing Section will no longer be sending out renewal notices for firm and/or employee renewals but will only send a reminder to renew. This reminder will be sent to the firm and will list the firm's endorsements, all currently licensed employees with their endorsements and the total amount of fees due.

You will find a renewal application form for the firm and employee on our website located at www.dps.louisiana.gov/sfm. These forms **must** be used to renew the firm and employee license. Once the application forms are completed, submit all applications along with the required documentation and fees prior to the expiration of the licenses. All licenses expire on the first of each month. Applications not received within thirty days of the expiration date will be considered late and subject to late fees pursuant to R.S. 40:1664 et seq.

******Changes in endorsements held or ownership require the completion of a new application.******

Should you have questions concerning this memo, please contact this office at 1-800-26-5452 or 225-925-7047.

NOTE: * Please send only ONE company check with the firm and employee applications.**

NOTE: * Each operating location must obtain a separate license and must have its own qualifier.**

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